

Lane County - Service Option Sheet - FY 20-21 Adopted

SOS C11: **Warehouse**

Service Category: General Government

Dept: CAO-Operations

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Clay Stilwell 682-6508

Executive Summary

Warehouse provides storage, reissue and disposal of surplus property; orders and distributes custodial supplies; prepares JEs and vouchers; is contract originator for some CAO contracts. Provides mail room coverage when mail clerk is absent. There is 1 warehouse stores clerk.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$98,252	\$96,382	(\$1,870)	1.00

Responsible for organization of warehouse, inventory and location of stored or surplus items. Works with County departments to meet equipment needs from surplus items to avoid purchase of new items; works with non-profits for donation of surplus property, lists items for auction. Orders and distributes supplies for the County, prepares JEs and vouchers for same and for Purchasing; receives shipments, distributes to proper department. Performs duties of the mail clerk during absence. Acts as originator for some County Administration contracts.

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____	\$0	back to the Discretionary General Fund
_____	\$0	into other non Discretionary County Funds
_____	\$0	directly to community members (child support payments)